



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 03-16  
OPEN: DECEMBER 7, 2015  
CLOSE: DECEMBER 18, 2015**

**POSITION TITLE:** DATA MINER  
**GRADE:** PRC-3  
**SALARY RANGE:** \$58,705 - \$93,925  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF ACCOUNTABILITY AND COMPLIANCE  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS

**INTRODUCTION**

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated person with experience and/or other knowledge in data analysis.

**OVERVIEW**

The Postal Regulatory Commission is a small, independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the agency's mission.

**OFFICE OF ACCOUNTABILITY AND COMPLIANCE**

This Office is responsible for promoting United States Postal Service transparency and accountability by establishing and maintaining a modern system to regulate rates, ensuring Postal Service compliance with the Postal Accountability and Enhancement Act (PAEA), making recommendations based on the analysis of financial reports from the Postal Service, and by preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American public.



## **MAJOR DUTIES AND RESPONSIBILITIES**

As a Data Miner in the Auditing and Costing Division, the incumbent will perform on a daily basis data extracts and generate reports utilizing Statistical Analysis Systems (SAS), R, Stata, Predixion, Tableau, ArcGIS, RapidMiner, or other analytical software to analyze service performance and economic cost, and financial data, and to provide recommendations to Division and Office leadership. The work performed involves designing, developing and applying mathematical methods and techniques to model statistical processes. The incumbent will work with the Deputy Director, Director, and other subject matter experts in the Office of Accountability and Compliance to contribute to the planning and implementation of projects concerning postal matters. In addition, this individual will:

- Update and maintain data through the use of automated software programs.
- Use advanced statistical and econometric models and theories, and automated data and graphic processing techniques, to explain and predict probable patterns involving mail costs, revenues, classifications and service performance.
- Utilize models to project estimates on the effects of changes to various mail classification and programs.
- Assist in developing comprehensive methods or procedures to determine and measure the reliability, accuracy, and validity of data.
- Review data for source accuracy and refine into useable format. Identify and substantiate reporting disparities regarding changes, trends, or circumstances not readily evident from the data retrieved.
- Assist in the development/formulation of studies, summaries, and substantive analysis utilizing various source data collection systems to assess overall quality.
- Develop graphic representations of statistical data and various reports.
- Review, analyze, and normalize historical project data to determine relevancy of data as well as model fit to a specific application. Prepare documents and present project data findings and recommendations for normalized data for use in the development of statistical models.
- Assist in the preparation of written and oral reports based on data analysis.
- Review and evaluate complex data systems related to Postal Service costs, revenue, and volume.
- Assist in the replication and audit of quantitative analyses of financial data and provide recommendations to senior staff based on findings.
- Assist in the response to information requests from Congress, the Postal Service, mailers, and/or the general public.

## **QUALIFICATIONS AND EVALUATION**

To be eligible for consideration, candidates must have experience that has equipped them with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience is related to this line of work and at a level similar to this position. Applicants must meet the mandatory and desired technical qualifications described below. Please describe experience relative to each mandatory and desired technical qualification.

Applicants will be evaluated and ranked by a screening panel based on evidence of ability to successfully perform the duties of the position. The panel will forward Best Qualified and Highly Qualified candidates for further consideration.



“Best Qualified” candidates are qualified candidates whose background and experience appear to make them likely to be able to perform the duties of a position with minimal orientation or training.

“Highly Qualified” candidates are qualified candidates whose background and experience appear to make them likely to be able to perform the duties of the position, but who may require more orientation or training than applicants placed in the “Best Qualified” category.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

### **MANDATORY QUALIFICATIONS**

1. Knowledge in quantitative analytical and research techniques in fields such as Statistics, Economics, Finance, or Operations Research
2. Skill in applying analytical theories and methods to solve problems
3. Skill in collecting and analyzing large databases, including familiarity with visualization techniques
4. Skill in preparing and communicating the results of analysis to diverse audiences

### **DESIRABLE TECHNICAL QUALIFICATIONS**

1. Knowledge of U.S. Postal laws and the United States Postal Service operations and services
2. Knowledge of cost attribution principles and methodologies

### **REQUIRED EDUCATION**

- A. Successful completion of a course of study in an accredited college or university leading to a bachelor’s or higher degree in a quantitative field (e.g., mathematics, engineering, business, operations research, science) that included four higher level courses in quantitative analysis

### **DESIRABLE EDUCATIONAL EXPERIENCE**

- B. Two full years of progressively higher level graduate education leading to a Master’s degree or equivalent graduate degree in public policy, economics or a related field

### **BENEFITS**

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

**Life insurance** coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.ltcfed.com/> New employees are automatically covered by the **Federal Employees Retirement System (FERS)**. If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>



You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2015>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

### CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.
- If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

### REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

### EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

### VETERANS INFORMATION

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.



For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

***Without this documentation, you will not receive veteran's preference.***

## LEGAL AND REGULATORY GUIDANCE

**Social Security Number**—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

**Privacy Act**—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature**—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements**—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service**—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

## WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

## HOW TO APPLY

You must apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer a few questions and submit all required documents.

If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.

In order for your application to be considered complete, the following documents **must** be submitted:

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; (*If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
3. Five-year salary history
4. A minimum of three references (at least one professional)
5. Five point veterans must submit a DD214
6. Ten point veterans ***must*** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point Veteran's preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)



- c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
- d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information of Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on December 18, 2015.***

If you plan to submit the application by mail, please send your application at least two weeks before the deadline because mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:

Postal Regulatory Commission  
901 New York Ave., NW Suite 200  
Washington, DC 20268-0001  
**ATTN: Vacancy # PRC03-16**

***Applications will not be accepted by fax.***

**For More Information**

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.